



BUILDING PERMIT APPLICATION

PROJECT Name _____

Project Address _____

Book _____ Map _____ Parcel _____ Subdivision _____ Lot No. _____

Section _____ Township _____ Range _____

Description of Work _____

APPLICANT Name _____ Phone _____

Applicant Address _____

PROPERTY Owner _____ Phone _____

Property Owner Address _____

Email _____

CONTRACTOR Name _____ Phone _____

Contractor Address _____

Contractor License No. _____ Classification _____

City Business/Sales Tax License No. _____

(NOTE: WORK OVER \$50,000 REQUIRES TAX BOND EXEMPTION)

PERMIT TYPE: Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐

Combination ☐ Factory Built ☐ Demolition ☐ Pool ☐

Square Footage: _____ Valuation: _____

UTILITIES: APS ☐ ED#3 ☐ SWGas ☐

Contact Person _____ Phone _____

Signature of Owner/Agent _____

Date of Application Submittal _____



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Building Plan Check Submittal Checklist

(Plans may be rejected if the following required items (**) are not included with submittal)

NEW BUILDING:(Non-Residential)

- ☐ ** Completed Project Submittal Form (including owner information)
- ☐ ** Plan Review Fee
- ☐ ** Four (4) complete sets of plans
- ☐ ** One Full Size Site Plan (if shell building and not included in complete set)
- ☐ ** Two (2) sets of Civil plans incl. SWPPP (if not in complete set)
- ☐ ** Two (2) sets of Drainage Report
- ☐ ** Two (2) sets of Structural Calcs
- ☐ Two (2) sets of Spec Books
- ☐ ** Two (2) sets of Soils Reports
- ☐ Two (2) sets of Truss Calcs (can be deferred)
- ☐ Two (2) sets of Lighting Cuts Sheets

ADDITIONS / ALTERATIONS:

- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Plan Review Fee
- ☐ ** Four (4) complete sets of plans
- ☐ Two (2) sets of Structural Calcs
- ☐ Two (2) sets of Lighting Cuts Sheets (if modifying/adding exterior lighting)



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MEP ONLY:

- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Two (2) complete sets of plans
- ☐ ** Four (4) complete sets of plans (if exterior lighting being added/modified or if adding roof mounted A/C units)

MOBILE HOME

- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Three (3) 8 ½ X 11 Plot Plans
- ☐ ** Zoning Clearance

FACTORY BUILT BUILDINGS (aka: On-Site Permit):

- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Two (2) complete sets of plans w/the approval of the State Division of Building Codes.

REVISIONS:

- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Two (2) sets of *revised* sheets only
- ☐ ** Four (4) of *revised* sheets only (**If Building and Engineering being revised**)

NEW STANDARD PLANS (Used for Pools, and Homes):

- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Plan Review Fee
- ☐ ** Two (2) complete sets of plans for homes and pools



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- ☐ ** Two (2) sets of structural calculations
- ☐ One soils report (if applicable)

OTHER (Work that does not fit into any of the above categories, i.e., carports monopoles for communication sites, retaining walls, shade structures):

- ☐ ** Completed Project Submittal Form (including owner information)
- ☐ ** Plan Review Fee
- ☐ ** Four (4) complete sets of plans

TENANT IMPROVEMENTS:

- ☐ ** Completed Project Submittal Form (including owner information)
- ☐ ** Plan Review Fee
- ☐ ** Two (2) complete sets of plans
- ☐ ** Four (4) complete sets of plans (exterior being modified or adding roof mounted A/C units)

OVERHEAD AFES:

- ☐ ** Completed Project Submittal Form (including owner information)
- ☐ ** Three (3) sets of plans
- ☐ One (1) sets of Hydraulic Calcs

UNDERGROUND AFES:

- ☐ ** Completed Project Submittal Form (including owner information)
- ☐ ** Two (2) sets of plans
- ☐ ** Four (4) sets (if civils have not been submitted)



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NEW SINGLE FAMILY RESIDENCES:

- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Plan Review Fee
- ☐ ** Two (2) complete sets of plans
- ☐ ** Two (2) extra site plans for Engineering review
- ☐ Two (2) sets of structural calcs (if applicable)
- ☐ Two (2) sets of Truss Calcs (can be deferred)
- ☐ Two (2) 8 ½ x 11 Plot Plans

RESIDENTIAL ADDITIONS:

- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Plan Review Fee
- ☐ ** Two (2) complete sets of plans
- ☐ ** Two (2) extra site plans for Engineering review
- ☐ Two (2) sets of Truss Calcs (if applicable, most times plan reviewer will determine applicability)
- ☐ Two (2) 8 ½ x 11 Plot Plans

RESIDENTIAL REMODELS:

- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Plan Review Fee
- ☐ ** Two (2) complete sets of plans

POOLS (ONE TIME ONLY):



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- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Plan Review Fee
- ☐ ** Two (2) complete sets of plans
- ☐ ** Two (2) 8 ½ x 11 Plot Plans

POOLS (BASED ON APPROVED STANDARD):

- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Two (2) 8 ½ x 11 Plot Plans

DEMOLITION (ENTIRE BUILDING):

- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Two (2) 8 ½ x 11 Site Plans (clearly identifying building to be demolished)
- ☐ May require pedestrian protection (plan reviewer will make determination)

DEMOLITION (INTERIOR ONLY):

- ☐ See *Tenant Improvement* requirements above

GRADING ONLY:

- ☐ ** Completed Project Submittal Form (**including owner information**)
- ☐ ** Two (2) sets of Civil plans showing Cut and Fill amounts

(Building plans must be in for review, Engineering plans must be in and through review process at least once)